

**FORENSIC SCIENTIST SUPERVISOR  
(FINGERPRINT ANALYSIS UNIT)  
MS-401-14**

**INTRODUCTION**

This position is located in the Office of the Deputy Mayor for Public Safety and Justice (DM PSJ) in the Department of Forensic Sciences (DFS). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

**POSITION CONTROLS**

Works under the general supervision of the laboratory director, who provides instruction on new or unusual techniques, desired results, data to obtain, change in regulatory constraints, or methods and procedures that may apply to specific cases. Determines the validity of test methods and results and recommends acceptance or rejection of evidence items. Consults with other unit managers and/or laboratory director(s) on unusual technical problems and best practices. Exercises independent responsibility and is held accountable for actions and findings. Decisions regarding what needs to be done in regards to the Unit are based on the nature of the process, the scope of the actions taken, employee's abilities, and conditions surrounding the Units' operations.

Guides consist of methods, processes, techniques, procedures, protocols, testing regulations, previous cases, technical references, forensic techniques and literature, catalogs and handbooks, internal protocol and instructions, etc. These guides are normally applicable, but may require the incumbent to exercise judgment when applying them to specific work situations and/or cases.

**DUTIES AND RESPONSIBILITIES**

Supervises the strategic, operational, and tactical functions of the Unit, to include collection, processing, visualization, analysis, and comparison of latent friction ridge skin prints as physical evidence, as well as automated fingerprint identification systems (AFIS).

Plans and assigns work to subordinates; and coordinates efforts within the Fingerprint Analysis Unit and with other internal organizational units; and plans, organizes, identifies best practices, etc.

Assists with the implementation, evaluation, and interpretation of DFS policies, projects, and procedures; and present ideas and information both verbally and in writing in a clear, concise manner.

Analyzes macroscopic and microscopic physical evidence, utilizes a variety of methods; identifies, examines, interprets, and presents conclusions of biological, chemical, or physical testing and comparison of physical evidence and known reference samples.

Supervises the subordinates interactions, work processes and product, effectiveness, and efficiency in conducting their examinations and tasks.

Responsible for operations of the Unit and its effect on and feedback from other Units and components of the DFS.

Performs scientific methods, including but not limited to microscopy, spectroscopy, chromatography, chemical development, image enhancement, and digital image processing on a variety of evidence types.

Advises on the collection of evidence in criminal cases, including those involving deaths, especially when homicide is suspected; and evaluates risks concerning or identifying hazardous materials in the laboratory.

Performs research to determine new and/or revised methods for performing analyses or to determine the effectiveness of current analytical methods.

Follows evidence control procedures to maintain chain-of-evidence integrity and ensure evidence is locked securely in a designate location before and after analysis.

Utilizes computer software to analyze results of tests in order to perform calculations and keep up-to-date on current studies, pamphlet, journals, and books for use in devising methods and tests.

Devises charts, graphs, and tables as aids to conducting tests; evaluates laboratory test results in the area of concern; prepares technical reports on findings and project results.

Provides the full range of supervisory services, as required to manage and direct the work efforts of subordinate staff and activities of assigned operations. Develops quantitative and qualitative measures for evaluating the work performance of the staff. Supervises and assigns duties and responsibilities; formulates overall plans for resources; approves and disapproves leave requests; recommends job selections, promotions, incentive recognition and corrective or adverse actions; establishes work standards; and identifies developmental and training needs.

May be required to appear in court to testify as an expert witness on individual findings of tests.

Performs other related duties as assigned.



### **OTHER SIGNIFICANT FACTS**

Expert knowledge of the principles, principles, concepts, practices, and methods, and techniques of analytical chemistry or forensic biology or forensic chemistry, consistent with current procedures, methods and techniques or related field.

Expert knowledge of and skill in manual and automated fingerprint collection, processing, and analysis methods.

Expert problem solving skills is required to select, organize and logically process relevant information (verbal, numerical or abstract) to solve problems and/or discrepancies. (Examples: skills in performing fingerprint/forensic tests, conducting quantitative and statistical analyses to collect and analyze statistical information and prepare technical reports, graphs and charts to reflect test results and in using reference materials to establish guidelines that are consistent with technical and legal requirements, and in using and caring for laboratory equipment and evidence).

Expert knowledge of mathematics and statistics as they relate to analytical laboratory work and knowledge or direct experience with ISO 17025 standards and the application of such towards laboratory accreditation.

Demonstrated experience and ability to provide leadership in a supervisory capacity, and ability to listen to, work with, and elicit cooperation among and from others.

Excellent communication skills both orally and in writing with top management officials, representatives of cluster agencies, federal government and private sector officials; and skill in articulating concerns and positions on sensitive and complex issues, both orally and in writing. Ability to listen to, work with, and elicit cooperation among and from others.

Demonstrated expertise in exercising tact, diplomacy, discretion, originality and persuasive techniques to develop, present and explain controversial facts, views and options to high level government officials.

Ability to keep abreast of accreditation requirements and the latest in forensic techniques, equipment and custody requirements through literature reviews and other means, in documenting validation studies, and in writing grant applications/reports etc.

Demonstrated skill and ability to use a PC and software packages (e.g., Microsoft Word, Excel, Access and Power Point, etc.) and software applicable to various reporting systems.

Ability to research methods and techniques and current literature in the relevant scientific and forensic scientific fields; and knowledge of the rules of evidence and the methods used in presenting evidence in court, and policies and procedures for maintaining the chain-of-evidence integrity.

Ability to perform complex scientific analyses and to adhere to quality assurance standards and processes with these methods.

Bachelor of Science degree in a natural or forensic science from an accredited university; graduates of programs accredited by the Forensic Science Educational Program Accreditation Commission (FEPAC; [www.aafs.org/fepac](http://www.aafs.org/fepac)) are preferred and five years of experience, including two years at a supervisory level of responsibility.

Professional certification from the International Association for Identification or equivalent.

**SPECIAL REQUIREMENTS:**

This position's duty station will be housed within the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable.

The nature of the DFS mission necessarily involves the potential risks associated with biological or chemical hazards, including morgue functions. Although contact with these functions is intended to be minimal, the risks are nevertheless possible; training to recognize, address, and mitigate these risks is required as is dealing with potentially personally difficult topics, such as crime, death, and disease.

The incumbent is may also be exposed to hazardous materials, toxic substances, and blood borne pathogens and is required to follow safe laboratory practices and wear protective clothing, including facial masks, safety glasses, gloves, etc.